

**Minutes**  
**CVISN Architecture Configuration Control Board**  
19 April 2007

**Attendees:**

Punita Choxi (DE)	Beth Hartley (NE)	Dan Coelho (Volpe)
Joe Foster (DC)	Linda Forrester (NJ)	Gary DeRusha (Volpe)
Sharon Easley (FL)	Steve Trudell (NY)	Tim Gonsalves (Volpe)
Cliff Estes (LA)	Basheer Shaik (NC)	John O'Hara (Volpe)
Youlanda Massey (LA)	Bob Hale (OK)	Val Barnes (APL)
Manoj Pansare (MD)	Hal Rumpca (SD)	Nancy Magnusson (APL)
Jodee Alm (MT)	Tammy Duncan (TX)	Sandy Salazar (APL)
Cathy Beedle (NE)	Bill Goforth (WA)	Mary Stuart (APL)
John Casteel (NE)	Chris Campbell (Iteris)	
Keith Dey (NE)	Julie Lane (FMCSA)	

A meeting of the CVISN Architecture Configuration Control Board (ACCB) was held 19 April 2007. The list of Change Requests (CRs) that were discussed was distributed to the ACCB members via e-mail prior to the meeting. CRs reviewed at the meeting are attached to these minutes.

Action items assigned appear in the relevant sections of the minutes. Comments or corrections to these minutes or the CRs should be sent to Sandra Salazar ([sandra.salazar@jhuapl.edu](mailto:sandra.salazar@jhuapl.edu)).

Items that the ACCB recommends submitting to FMCSA for approval are noted below the action item list. In the attached list of CRs discussed at the meeting, the "Description" section of each CR summarizes the discussion and reflects changes to the CR.

The ACCB minutes and architecture CRs are posted on the Change Request page of the CVISN Web site: <http://cvisn.fmcsa.dot.gov>.

The URL for the ACCB Collaboration site is <https://partners.jhuapl.edu/BA/hp/cvisn/ACCB>. To get a password for the CVISN Collaboration SharePoint site, contact Nancy Magnusson ([nancy.magnusson@jhuapl.edu](mailto:nancy.magnusson@jhuapl.edu)).

The next meeting will be held **17 May 2007** at 2:00 PM Eastern.

## Discussion Items

1. Summary of CVISN Deployment Workshop – posted to telecon workspace: *PM Summary of CVISN Deployment Workshop\_V02.doc*.
2. Report on ACCB process improvement: Keith Dey (NE) – posted to telecon workspace: *ACCB process improvement\_V03.doc*.

Keith walked through the voting process, which will be a roll-call of states. State needs to speak to vote. States cannot vote online or via e-mail. It was suggested that states should assume responsibility, and that states that cannot handle the proxy process should not be voting. It is too complicated to have a document that lists how each state wants their proxy to vote; the proxy is responsible for voting the state's interests. The votes for each CR will be documented.

Nancy Magnusson gave a demonstration of how the SharePoint Discussion Thread feature could be used to handle proxies. States should try this (<https://partners.jhuapl.edu/BA/hp/cvisn/playground/Lists/Dummy%20ACCB%20Proxy%20Designations/AllItems.aspx>). APL will work on a standard statement that states should use to document proxy (suggestion: "<state> designates <another state or contractor> as proxy for CR <n>")

Action Item 106 (APL): On the CVISN Collaboration SharePoint site, organize the Architecture CRs that will be voted on at the next meeting. Must be posted 2 weeks before meeting. Must be sure that additional information, such as contact person, is readily available.

Decision: Participants agreed on the voting process and suggested that it be adopted and refined in the future as needed.

Decision: Regarding continued use of the CVISN System Architects list serv, states decided that SharePoint will replace the list serv. Users will be weaned off in three months (July 19).

Action Item 107 (APL): Send e-mail reminders (3 mo, 2 mo, 1 mo). The e-mails will make it clear that the list serv will no longer be used for voting.

3. Voting on Architecture CRs
  - **Architecture CR 4966 - Synopsis:** Add new architecture flow CVS-to-CVCS to report "commercial vehicle disable status". No impact on CVISN states at this time. Vote to recommend for approval. Recommend for approval. **Voting summary:** **Recommend for Approval** – 13 (DE, DC, FL, LA, MD, NE, NJ, NY, NC, OK, SD, TX, WA); **Abstain** – 1 (MT); **Against** – 0.

- **Architecture CR 4965 (SAFER CR 1612) - Synopsis:** Develop a new transaction for ISS scores. This is a workaround for the ISS Score. It was created in February when the MCMIS transfer had significant delays. Since the focus is to get the data in a timely manner, if SAFER CR 1613 to improve MCMIS processes is implemented, this would resolve the issue with ISS data. The author, WA, withdrew this CR.
4. Prioritization of newly approved CRs, as applicable. Not applicable this month.
  5. FMCSA Technical Support (Chris Flynn/Jingfei Wu/Andrew Wilson): Report on trouble tickets and defects. Dan Coelho noted that Jingfei is working on this report. iHEAT may be available by the next meeting.
  6. Volpe/CVISN: Report on SAFER Release 5.2 - posted to telecon workspace: *SAFER 7 2 report.htm*.  
The release date will be April 27.

Action Item 108 (Volpe): Report back on impact to states of SAFER CRs 1172 and 1173.

SAFER CR 1508 (CVISN Architecture CR 4777) "Request for summary reports" and SAFER CR 1507 (CVISN Architecture CR 4776) "SAFER Upload Change Tracking" will be included in the release. WA noted that they have tested the summary reports (1508) but need more clarification from Volpe. WA also noted that they have not tested the change tracking (1507) due to problems with Oracle. NE mentioned that the change tracking information does not meet their expectations. NE thought it would be high-level reporting such as high-level counts by jurisdiction. John O'Hara said that the data model can support both high-level and detailed requests

Action Item 109 (Volpe): Provide more information to states on the implementation of SAFER CR 1507.

7. Volpe/PRISM (Gary DeRusha): Report on PRISM CRs relevant to CVISN stakeholders - posted to telecon workspace: *vreg\_cview\_prism\_irp trigger logic.doc* and *PRISMTriggerEnh.html*.

Gary DeRusha explained the CR and also informed participants about the new PRISM/CVISN Deployment page  
<https://partners.jhuapl.edu/BA/hp/cvisn/PRISM/default.aspx> on the CVISN Collaboration site.

8. CVISN ACCB Action Item Review

From 19 March ACCB meeting:

- **Action Item 37 (Open):** Architecture CR 4795 "States request a capability for a state to select to receive the most recent record or all records for a given VIN, via the subscription process." – There is still an open issue regarding the definition of "most

recent record”. This will be discussed at the CVISN Deployment Workshop. *This was not discussed at the Workshop. An action plan needs to be developed to address these data dictionary issues.*

- **Action Item 39 (New):** Architecture CR 4948 (SAFER CR ?) – Volpe assign SAFER CR number and report back on the impact to the T0029 folder structure. *Per discussion at the Workshop and AI #99 assigned there, CR 4948 “T0023 E-Screening Transaction is Ineffective” will be closed and WA will write a new CR for the preferred option regarding T0023.*
- **Action Item 40 (New):** APL post Architecture CRs 4948, 4965 (SAFER 1612), and 4966 to list serv for comment. *Done. No comments were received.*

From CVISN Deployment Workshop:

- **Action Item 69:** CVSA, FMCSA, WA: Develop a consolidated recommendation on VIN data entry, validation, and handling. This action item needs to be clarified so that individuals working the issue are identified.

*Please note that action items are now maintained and visible on the CVISN Collaboration SharePoint Site. Action item numbers refer to the numbers in that list.*

<https://partners.jhuapl.edu/BA/hp/cvisn/ACCB>

## 9. Review of new and open CVISN Architecture CRs

**CR 4990 – Synopsis:** Business Rules to Support Data Timeliness

**CR 4991 – Synopsis:** Business Rules to Support Data Quality

These CRs will be voted on at the next CVISN ACCB meeting.

## 10. E-screening Focus Group report - (Doug Deckert): Review tentative agenda and schedule next meeting

The next telecon will be scheduled for Wed. May 23 at 2:00 pm Eastern time.

## 11. Proactive Data Quality Focus Group report – (Bill Goforth): Summarize discussion on CR to address T0031 Data Timeliness Monitoring – will be posted to telecon workspace.

There was discussion of whether it is necessary to have the mailing and physical address in the transaction, since the addresses add a considerable amount of data. The addresses are needed by PRISM. It was decided not to include the addresses for now.

WA noted that the role of the new focus group is to help move toward proactive management, initiatives, and processes. WA noted that there is a huge potential to reduce the technical support load. This is a prototype; what’s next will depend on its success.

## **Action Items from ACCB Meeting 19 April 2007\***

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**Action Item 107** (APL): Send e-mail reminders (3 mo, 2 mo, 1 mo). The e-mails will make it clear that the list serv will no longer be used for voting.

**Action Item 108** (Volpe): Report back on impact to states of SAFER CRs 1172 and 1173.

**Action Item 109** (Volpe): Provide more information to states on the implementation of SAFER CR 1507.

\* Action Item numbers line up with the Action Item list on the CVISN Collaboration SharePoint site.

## **Items that the ACCB Recommended for FMCSA ECCB Approval**

**Architecture CR 4966 - Synopsis:** Add new architecture flow CVS-to-CVCS to report “commercial vehicle disable status”.

## **Items that the ACCB Disapproved**

**Architecture CR 4965 (SAFER CR 1612) - Synopsis:** Develop a new transaction for ISS scores. This is a workaround for the ISS Score. It was created in February when the MCMIS transfer had significant delays. Since the focus is to get the data in a timely manner, if SAFER CR 1613 to improve MCMIS processes is implemented, this would resolve the issue with ISS data.